

October 26, 1999

MEMORANDUM FOR DISTRIBUTION

FROM: MARK B. WHITAKER, JR.
DEPARTMENTAL REPRESENTATIVE TO THE
DEFENSE NUCLEAR FACILITIES SAFETY BOARD

SUBJECT: Changes to the Facility Representative Program

Effective October 1, 1999, the Deputy Secretary tasked this office to manage the Facility Representative Program. We look forward to working with you in continuing and improving this very important program. Facility Representatives are widely recognized as a vital component in assuring the Department's facilities are operated in a manner that protects the public, workers, and environment. I want to update you on the status of the program and describe some enhancements I plan on making in the near future.

Joe Arango is designated the Facility Representative Program Manager. He takes over from Joe Hassenfeldt, who has provided outstanding leadership for this program during the last four years. Among Mr. Hassenfeldt's many accomplishments are the development of a policy for preserving Facility Representative technical competence during potential Reductions-in-Force and the implementation of the Facility Representative of the Year Award. Joe Arango will work closely with Joe Hassenfeldt, who is now on my staff, in building on these successes to further enhance the program.

One of our near term goals will be to strengthen the network of Facility Representatives throughout the Department. In addition to continuing the annual workshop and Facility Representative of the Year Award, we will be developing a new web site dedicated to providing current information to Facility Representatives. This web site will include up-to-date news and information about the Department and the program, useful examples of good practices and lessons learned, and a will provide a forum for facility representatives to share information on safety topics. The web site address is <http://www.hss.doe.gov/deprep/facrep>. We encourage suggestions on the website as we implement improvements. We are also taking steps to strengthen the infrastructure of the program by converting the Facility Representative Program Standard into a Manual within the Directives System during the upcoming biennial review period.

In addition to your office's Facility Representative Program Manager, who does routine maintenance and administration of your program, I ask that you designate a senior line manager from your staff to act as Program Sponsor. I will look to this senior manager to be the advocate and champion for the Facility Representative Program at your site. In addition, this group of Sponsors can serve to enhance communication between headquarters and the field regarding the Facility Representative Program. Joe Arango will be calling your office soon to get this information.

Please feel free to call me or Joe Arango at 202/586-3887 with your questions or comments on the Facility Representative Program.

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